



BJA

Bureau of Justice Assistance
U.S. Department of Justice



POLICY MANUAL

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MEMORANDUM

TO: Gang Resistance Education And Training (G.R.E.A.T.)
Participating Agencies

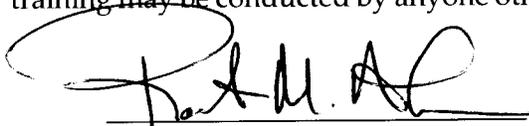
FROM: National Policy Board

SUBJECT: G.R.E.A.T. Policy Manual Distribution

DATE: March 22, 2010

This G.R.E.A.T. Policy Manual provides policy guidance for all personnel involved in the delivery of the G.R.E.A.T. Program. Nothing in these policies is intended to abrogate in part or in whole the Memorandum of Agreement (MOA) entered into by the Bureau of Justice Assistance, United States Department of Justice; the Bureau of Alcohol, Tobacco, Firearms and Explosives, United States Department of Justice; the Federal Law Enforcement Training Center, United States Department of Homeland Security; the La Crosse Police Department; the Metropolitan Nashville Police Department; the Phoenix Police Department; and the Portland Police Bureau.

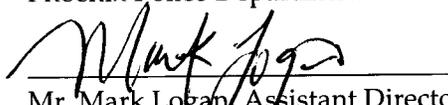
The G.R.E.A.T. National Policy Board (NPB), as the governing body of the G.R.E.A.T. Program, adopted these policies to clarify and expound upon the provisions of the MOA. These policies will remain in effect until amended, superseded, or canceled by the NPB. Furthermore, it is not the intent, by means of inference or suggestion, that receiving this document implies G.R.E.A.T. training may be conducted by anyone other than certified members of the National Training Team.



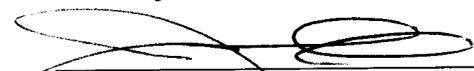
Captain Robert Abraham
Designated NPB Representative
La Crosse Police Department



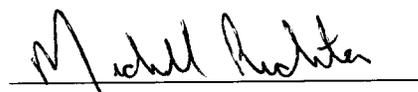
Lieutenant Bryan Coley
Designated NPB Representative
Phoenix Police Department



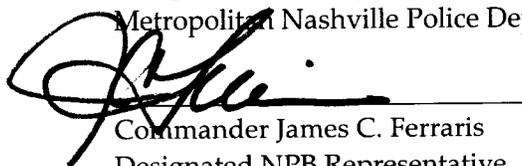
Mr. Mark Logan, Assistant Director
Designated NPB Representative
Bureau of Alcohol, Tobacco, Firearms
and Explosives



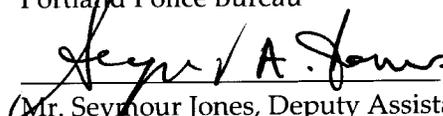
Mr. James H. Burch, Acting Director
National Policy Board Member, ex officio
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VISION STATEMENT

Building Safe Communities One Child at a Time

MISSION STATEMENT

Prevent Youth Crime, Violence, and Gang Involvement

SLOGAN

“Choose to Be G.R.E.A.T.”

HISTORY

On October 1, 1991, Congress appropriated federal funds to the Bureau of Alcohol, Tobacco and Firearms (ATF), now known as the Bureau of Alcohol, Tobacco, Firearms and Explosives, for the development and implementation of a school-based gang prevention pilot program in the city of Phoenix, Arizona. The Phoenix Police Department (PPD), along with the ATF, worked with other neighboring law enforcement agencies to develop, design, and pilot a school-based gang prevention program for the benefit of the public. The program was designed to reduce gang activity by having law enforcement personnel teach life skills to seventh- and eighth-grade students to help them resist the pressures to join gangs. The eight-lesson middle school pilot program was introduced in schools within the Phoenix metropolitan area in January 1992. This program would grow to become the national gang prevention program known as Gang Resistance Education And Training (G.R.E.A.T.).

The success of the pilot program was remarkable. In April 1992, ATF and the PPD entered into a cooperative agreement to facilitate the expansion of the G.R.E.A.T. Program nationally. In August 1992, the Federal Law Enforcement Training Center (FLETC) joined ATF and the PPD in expanding the program nationally. FLETC provided the programmatic support required to train G.R.E.A.T. instructors. This joint venture still remains an outstanding example of a cooperative endeavor between federal, state, and local law enforcement agencies.

During Fiscal Year 1993, the G.R.E.A.T. Program continued to attract national attention as an effective gang and violence prevention tool that combined the resources of law enforcement and the educational community. The goal of this partnership has always been to educate our nation's youth by giving them alternatives to resist the pressure to join gangs and engage in youth violence. By August 1993, the G.R.E.A.T. Program had expanded to more than 400 officers certified to teach the curriculum, representing more than 200 law enforcement agencies in 34 states.

During Fiscal Year 1994, the G.R.E.A.T. Program continued to expand at an accelerated pace, and by September 1994, more than 900 law enforcement officers were certified to teach G.R.E.A.T. from more than 465 law enforcement agencies in 43 states.

In 1995, the G.R.E.A.T. Program underwent a comprehensive five-year longitudinal evaluation and study by the National Institute of Justice (NIJ), in conjunction with the University of Nebraska at Omaha, to measure the impact of the program. The study showed that students who participated in G.R.E.A.T. had lower

rates of victimization, more negative views about gangs, more favorable attitudes toward law enforcement, reduced risk-seeking behaviors, and increased association with peers involved in prosocial activities.

The G.R.E.A.T. Program continued to expand, and by October 1997, more than 900 law enforcement officers in 1,100 participating communities had trained nearly two million children.

In 1998, the G.R.E.A.T. Program added four additional local law enforcement agencies along with the PPD as regional partners to assist in the administration of the program: the Portland Police Bureau, Portland, Oregon; the La Crosse Police Department, La Crosse, Wisconsin; the Orange County Sheriff's Office, Orlando, Florida; and the Philadelphia Police Department, Philadelphia, Pennsylvania.

In 2000, the G.R.E.A.T. Program underwent a curriculum review. This review enhanced the original eight-lesson middle school curriculum to 13 interactive, facilitation-style lessons designed for sixth- or seventh-grade students, which increased the effectiveness of the curriculum. The new curriculum was piloted in 14 cities nationwide with outstanding success. To complement this newly enhanced curriculum, an elementary school curriculum and a new Families component were developed. The elementary school curriculum is taught to fourth- or fifth-grade students in six interactive lessons, which are each accompanied by an explanatory parent letter. The Families component is a research-based family-strengthening program consisting of six family/child sessions that provide facilitator-guided, multilevel, relationship-building opportunities.

In 2004, Congress directed that the overall program administration be transferred to the Office of Justice Programs, Bureau of Justice Assistance (BJA), to provide administrative oversight of the G.R.E.A.T. Program at a national level. BJA entered into a cooperative agreement with the Institute for Intergovernmental Research to provide logistical coordination and day-to-day management of the Program.

In 2009, G.R.E.A.T.'s regional structure was reorganized from five regions to four, with administration of the realigned Southeast Region transferring to the Metropolitan Nashville, Tennessee, Police Department. The Southwest and West regions picked up additional states, and the new Midwest Atlantic Region, under the administration of the La Crosse Police Department, was created from the former Midwest and Northeast Regions.

As of 2010, the G.R.E.A.T. Program has trained more than 12,000 instructors who have provided instruction to more than 5.5 million children.

OFFICIAL PRODUCTS OF WORK

Acknowledgment and Disclaimer

All Official Products of Work, or any part thereof, developed and/or distributed through the use of federal funds provided for under this instrument shall contain the following acknowledgment and disclaimer:

This project was supported by Grant No. _____ awarded by the Bureau of Justice Assistance, Office of Justice Programs. The opinions, findings, and conclusions or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the views of the U.S. Department of Justice

GLOSSARY OF TERMS

| | |
|------------|--|
| ATF | Bureau of Alcohol, Tobacco, Firearms and Explosives |
| BGCA | Boys & Girls Clubs of America |
| BJA | Bureau of Justice Assistance |
| BSA | Boy Scouts of America |
| CDRC | Curriculum Development and Review Committee |
| DARE | Drug Abuse Resistance Education |
| DOJ | United States Department of Justice |
| FLETC | Federal Law Enforcement Training Center |
| GOI | G.R.E.A.T. Officer In-Service Training |
| GFT | G.R.E.A.T. Families Training |
| GTLT | G.R.E.A.T. Team Leader Training |
| GOT | G.R.E.A.T. Officer Training |
| G.R.E.A.T. | Gang Resistance Education And Training |
| IACP | International Association of Chiefs of Police |
| MOA | Memorandum of Agreement |
| NASRO | National Association of School Resource Officers |
| NOBLE | National Organization of Black Law Enforcement Executives |
| NPB | National Policy Board |
| NPO | National Program Office, operated by the organization designated by BJA to administer national training and technical assistance |

GLOSSARY OF TERMS

(continued)

| | |
|-----|-----------------------------------|
| NSA | National Sheriffs' Association |
| NTC | National Training Committee |
| NTT | National Training Team |
| PAL | Police Athletic League |
| QRC | Quality Review Committee |
| RA | Regional Administrator |
| RAA | Regional Administrative Assistant |

A. PURPOSE

This policy affirms the National Policy Board (NPB) as the governing body of the G.R.E.A.T. Program.

B. SCOPE

This policy applies to all involved in the G.R.E.A.T. Program.

C. GENERAL DIRECTION

1. The NPB shall be responsible for the integrity, direction, and expansion of the G.R.E.A.T. Program.
2. The head or chief executive, or his or her designee, of each partner agency shall be permanent members of the NPB and shall make up the Executive Committee of the NPB. The Executive Committee may, at its discretion, elect additional at-large members to the NPB for terms of two years. At-large members shall be non-voting members, and shall be selected for their ability to enhance the organizational capabilities of the G.R.E.A.T. Program through particular skills, perspectives, or resources. Responsibilities of at-large membership include attendance at meetings, support of G.R.E.A.T. initiatives, and adherence to G.R.E.A.T. policies. The Executive Committee may also, at its discretion, allow organizational at-large members to be represented on the National Training Committee. The Director of the Bureau of Justice Assistance (BJA) shall be an ex officio member of the NPB and may designate a senior BJA staff member to represent him or her.
3. The NPB shall have final authority on all issues that relate to the management of the G.R.E.A.T. Program, including establishing or modifying policy, yet excluding issues concerning congressional appropriations.
4. The NPB shall meet at least semiannually at a location that is accessible to all of its members. The NPB shall conduct its meetings in accordance with standard parliamentary procedures. A quorum shall include at least one

federal agency and be at least half of the total voting members of the NPB; when the total number is odd, the next full number over half will be considered a quorum. No action may be taken by the NPB unless there is a quorum present. The NPB shall act by majority vote.

5. The Chair of the NPB shall rotate among the permanent members on an annual basis according to the schedule established in the organizing Memorandum of Agreement. The Chair will officially transfer at the beginning of the first scheduled NPB meeting of each calendar year. The Chair of the NPB shall preside over and guide the NPB meetings. The next member in the rotation shall serve as Vice Chair and shall act in the Chair's place should the Chair need to be absent.
6. The NPB has the authority to create and empower committees and work groups, as it deems necessary.

A. PURPOSE

This policy affirms the authorization for the formation of the National Training Committee (NTC).

B. SCOPE

This policy applies to all involved in the G.R.E.A.T. Program.

C. GENERAL DIRECTION

1. The NTC works under the direction of the National Policy Board (NPB). The NTC provides guidance and operational procedures for G.R.E.A.T. training initiatives.
2. The NTC consists of one representative from each permanent agency represented on the NPB, and any organizational at-large members appointed by the NPB. At-large members shall serve in a non-voting, advisory capacity.
3. The NTC may, at its discretion, form subcommittees to assist in the research and development of training initiatives. These subcommittees may not implement any initiatives without the approval of the NTC.
4. The Chair of the NTC will rotate every year in the same manner as the NPB Chair. The Chair of the NTC shall be from the same agency as the Chair of the NPB. The Chair will officially transfer at the beginning of the first scheduled NTC meeting of each calendar year.
5. The NTC meets at least semiannually. The meeting locations shall be accessible to all members of the committee.
6. NTC meetings will be conducted utilizing recognized meeting procedures for committees as specified in *Robert's Rules of Order*. A quorum shall include at least one federal agency and half of the total members of the NTC; when the total number is odd, the next full number over half will be considered a

quorum. No action may be taken by the NTC unless there is a quorum present. The NTC will act by a majority vote of its present voting members.

7. The NTC will provide regular updates of its activities to the NPB.

A. PURPOSE

This policy protects the integrity of the G.R.E.A.T. curricula.

B. SCOPE

This policy applies to all instructors and administrators authorized to use the G.R.E.A.T. curricula.

C. GENERAL DIRECTION

It is the policy of the G.R.E.A.T. Program to ensure that only authorized instructors be allowed to present G.R.E.A.T. curricula. These instructors will present the copyrighted curricula in a way that is consistent with the Program's design.

D. DETAILED PROCEDURES

1. The Quality Review Committee (QRC), through the National Program Office (NPO), may authorize the use of copyrighted materials for any purpose other than as stated in Section C of this policy.
2. G.R.E.A.T. curricula must be taught by sworn/certified criminal justice professionals certified to teach the G.R.E.A.T. Program (cf. Policy P105). These curriculum components shall be presented to the grade levels for which they are designed:
 - a. The middle school curriculum consists of 13 lessons. This curriculum is designed to be taught at the entry level of junior high or middle school. However, it may be taught in the sixth, seventh, or eighth grade. The lessons must be presented consecutively, with no less than one day and no more than two weeks between lessons.
 - b. The elementary curriculum is an optional curriculum, designed to complement the middle school curriculum. G.R.E.A.T. instructors shall teach this curriculum at the fourth- or fifth-grade level. These lessons also

must be presented consecutively, with no less than one day and no more than two weeks between lessons.

- c. The summer component is an additional curriculum designed to complement the school-based curricula. It will be led by certified G.R.E.A.T. instructors.
 - d. The G.R.E.A.T. Families component is an additional curriculum designed to complement the middle school curriculum. It will be led by G.R.E.A.T. instructors certified in the Families curriculum, who may train cofacilitators to assist them in delivering the curriculum, according to the guidelines provided in the certification training.
3. Curriculum reproduction of any kind is not permitted without prior written authorization from the QRC. Please note the introductory pages of each curriculum for copyright and disclaimer notice.
 4. School districts or other agencies that would like a copy of the G.R.E.A.T. curriculum must submit a written request to the NPO. The written request must be on the school district's or agency's letterhead and include the following:
 - a. The reason for the request.
 - b. The name and title of the person who will maintain the copy.
 - c. A statement that the school district or agency will not allow the curriculum to be used in any manner that is not authorized by the G.R.E.A.T. Program.
 5. All requests should be submitted to the following:

G.R.E.A.T. Program Manager
Institute for Intergovernmental Research
Post Office Box 12729
Tallahassee, FL 32317-2729

Street address:
2050 Centre Pointe Boulevard, Suite 200
Tallahassee, FL 32308

6. Any misconception, misrepresentation, or infringement of the copyright-protected curriculum is subject to legal action.

PROPOSED MODIFICATIONS TO G.R.E.A.T. CURRICULAR MATERIALS

G.R.E.A.T.

Policy P104

Date: 2/15/02

Revised: 3/22/10

A. PURPOSE

The purpose of this policy is to clearly define the procedures for submitting and reviewing proposed modifications to the G.R.E.A.T. curricular materials.

B. SCOPE

This policy applies to all G.R.E.A.T. instructors, training staff, and administrative staff.

C. GENERAL DIRECTION

It is the policy of the G.R.E.A.T. Program that participants in the Program may not make unauthorized deviations from or modifications to the G.R.E.A.T. curricular materials. G.R.E.A.T. curricular materials are copyright-protected. Any deviation, without written approval from the National Training Committee (NTC), in conjunction with the National Program Office, is a violation of federal copyright laws.

D. DETAILED PROCEDURES

1. Instructors in the G.R.E.A.T. Program must submit in writing any request to modify G.R.E.A.T. materials to the NTC through the Regional Administrator in their region.
2. If the NTC endorses the proposal, the Chair of the NTC will send a letter of notification to the agency requesting the modification.

A. PURPOSE

This policy establishes guidelines for certifying instructors to present the school-based G.R.E.A.T. Program.

B. SCOPE

This policy applies to all involved in the G.R.E.A.T. Program.

C. GENERAL DIRECTION

It is the policy of the G.R.E.A.T. Program that only instructors certified through completion of an authorized G.R.E.A.T. Officer Training (GOT) may present the G.R.E.A.T. Program.

D. DETAILED PROCEDURES

1. The following law enforcement personnel are eligible to become certified G.R.E.A.T. instructors:
 - a. Sworn local, state, tribal, and federal law enforcement officers and agents.
 - b. Military police.
 - c. Other sworn law enforcement personnel receiving written approval from the Regional Administrator (RA) of the region.
 - 1) Probation officers or correction officers.
 - 2) Reserve, part-time, or retired officers.
2. An officer wishing to become a certified G.R.E.A.T. instructor should submit an application to the National Program Office (NPO). A current, signed agreement between the applicant's agency and the school district or youth program where the applicant would teach the curriculum (stating that the district or program would agree to certified G.R.E.A.T. instruction) must be on

file with the NPO or appended to the application. In addition, an applicant must submit a signed agreement from the applicant's agency stating that the agency agrees to allow the applicant to instruct the G.R.E.A.T. curriculum. The NPO will provide application packets complete with requisite agreements upon request.

3. The National Training Committee will grant instructor certification only upon a candidate's successful completion of an authorized GOT. There are two GOT programs that are designed to train candidates with different levels of experience and training:
 - a. The 40-hour GOT is meant for candidates with a minimum of one year full-time experience as sworn/certified criminal justice professionals who:
 - 1) Have a minimum of one full semester of classroom teaching experience or equivalent public-speaking experience and have received instructor training certification that includes classroom management and teaching/training methodologies or its equivalent in practical, documented experience; OR
 - 2) Have a valid elementary, secondary, or high school teaching certificate with recent teaching experience.
 - b. The 80-hour GOT is meant for candidates with a minimum of two years full-time experience as law enforcement officers but with little or no classroom teaching experience.
4. GOT participants must complete all required elements and receive passing marks on the written examination and final presentation to successfully complete a GOT.
5. Issuance of a certificate will signify successful completion of a GOT. The RA will notify the participant's agency in writing of the participant's failure to successfully complete the course.

ELIGIBILITY REQUIREMENTS (RETIRED LAW ENFORCEMENT OFFICERS)

G.R.E.A.T.

Policy P105a (Formerly TP110a)

Date: 8/28/01

Revised: 3/22/10

A. PURPOSE

This policy establishes the eligibility requirements for retired law enforcement officers to become certified G.R.E.A.T. instructors.

B. SCOPE

This policy applies to all involved in the G.R.E.A.T. Program.

C. GENERAL DIRECTION

In order to meet the needs of law enforcement agencies, it is the policy of the G.R.E.A.T. Program that retired law enforcement officers are eligible to become certified G.R.E.A.T. instructors. This procedure details the eligibility requirements for retired law enforcement officers to become certified G.R.E.A.T. instructors.

D. DETAILED PROCEDURES

1. Eligibility requirements for retired law enforcement officers are as follows:
 - a. The applicant must have retired “in good standing” from an accredited law enforcement agency and provide a signed release of information waiver to the National Training Team Coordinator (NTTC).
 - b. The applicant must be sponsored by an accredited law enforcement agency.
 - 1) The sponsoring agency must provide written acceptance of liability on behalf of the applicant. The following will be included in this written statement:
 - (a) Acceptance by the sponsoring agency of any and all financial and civil liability that might be incurred by the applicant in relationship to the G.R.E.A.T. Program.

- (b) Verification that the agency is sponsoring the applicant.
 - (c) The name, title, address, and phone number of the agency contact who will be directly responsible for the applicant's activities in relationship to the G.R.E.A.T. Program.
- 2) The sponsoring agency will ensure that the applicant's background information is current and acceptable. The NTTC may require written verification of this.
- c. The applicant must teach the G.R.E.A.T. Program in the official uniform of his or her sponsoring agency. This excludes the summer component. Should the applicant not have an official uniform, the NTTC will designate proper attire.
2. There may be further requirements based on the retired applicant's experience level, in addition to the requirements set forth in paragraph D of this Training Procedure.
- a. Retired applicants with recent G.R.E.A.T. instructional experience must meet the following requirements:
 - 1) The applicant must apply within one year of his or her retirement date.
 - 2) The applicant must have taught a 13-week middle school class as a certified G.R.E.A.T. instructor during the 12-month period directly preceding his or her retirement date, as confirmed by the applicant's teaching schedule.
 - b. Retired officers with prior G.R.E.A.T. instructional experience who have not taught the middle school curriculum of the G.R.E.A.T. Program for more than two years will be required to attend and successfully complete a 40-hour G.R.E.A.T. Officer Training (GOT).
 - c. Retired officers with school-based teaching experience must meet the following requirements:
 - 1) The school-based teaching experience must have been received no more than two years before the application date.

- 2) The school-based teaching experience must be comparable to the experience gained from teaching the G.R.E.A.T. Program's middle school curriculum. The NTTC will review each applicant's experience on an individual basis.
- 3) The applicant must attend and successfully complete a 40-hour GOT if the experience is deemed comparable to the experience gained from teaching the G.R.E.A.T. Program's curricula. If the NTTC deems that the experience is not sufficient, the applicant will be required to attend an 80-hour GOT.

MAINTAINING CERTIFICATION REQUIREMENTS **G.R.E.A.T.**

Policy P106 (Formerly P105a)

Date: 8/29/01

Revised: 10/21/11

A. PURPOSE

This policy establishes minimum requirements to ensure that instructors maintain an acceptable level of proficiency to effectively teach the G.R.E.A.T. curriculum.

B. SCOPE

This policy applies to all certified G.R.E.A.T. instructors.

C. GENERAL DIRECTION

It is the policy of the G.R.E.A.T. Program that certified instructors possess the skills to effectively teach the G.R.E.A.T. curriculum in the classroom. Those skills deteriorate if not utilized on a regular basis.

D. DETAILED PROCEDURES

1. To maintain a minimum level of proficiency, certified G.R.E.A.T. instructors must teach:
 - a. At least one 13-lesson middle school course or one 6-lesson elementary school course within the first year after certification, AND
 - b. At least one 13-lesson middle school course or two 6-lesson elementary school courses within each 24-month period thereafter.
2. If an instructor fails to comply with the provisions in paragraph D.1. of this policy, that instructor shall be considered inactive and will not be eligible to teach any component of the G.R.E.A.T. Program.
3. The National Program Office (NPO) shall be responsible for monitoring and maintaining this directive.
4. Once the NPO verifies that an instructor has not met the required proficiency standards set forth in paragraph D.1. of this policy, the National Training

Committee (NTC) Chair will provide written notification of the deficiency and the assignment of inactive status to the instructor and the instructor's agency.

5. Before an inactive instructor can resume teaching in the classroom, he or she must complete a G.R.E.A.T. Officer Training (GOT) class to reestablish active certification. Alternatively, instructors who have been inactive less than six years may choose to be recertified through the following procedure:
 - a. The RA of the instructor's region and the NPO Manager will review the request and determine the individual's eligibility for recertification.
 - b. The RA or an NTT member designated by the RA and the NPO Manager will meet with the instructor to review the curriculum, including any changes that have been made to the curriculum since the instructor's original certification.
 - c. The RA or an NTT member will observe the officer presenting a G.R.E.A.T. lesson and complete an evaluation using assessment tools approved by the NTC. Based on the outcome of the evaluation, the observer will write a recommendation to the NPO either for or against recertification.
 - d. The RA, if the evaluation was done by an NTT member, and the NPO Manager will review the recommendation and indicate in writing their approval of or disagreement with the recommendation. If either disagrees with the observer's recommendation, they must provide a written rationale for their disagreement. The NPO Manager will then present the assessment tools and all written comments to the NTC for a final decision on recertification. If approved, the NTC Chair will direct the NPO to reactivate the instructor.

EVALUATION OF CERTIFIED G.R.E.A.T. INSTRUCTORS

G.R.E.A.T.

Policy P107

Date: 2/15/02

Revised: 3/22/10

A. PURPOSE

This policy establishes guidelines for the evaluation of certified G.R.E.A.T. instructors in order to maintain the high standard of quality and integrity in the Program.

B. SCOPE

This policy applies to all certified G.R.E.A.T. instructors.

C. GENERAL DIRECTION

It is the policy of the G.R.E.A.T. Program that the instruction delivered by certified G.R.E.A.T. instructors in the classroom be consistent and of high quality.

D. DETAILED PROCEDURES

1. The National Training Committee (NTC) may designate members of the National Training Team or other qualified personnel to evaluate certified G.R.E.A.T. instructors in the classroom, using criteria developed by the NTC.
2. The NTC or its representatives may evaluate certified G.R.E.A.T. instructors in a middle school or elementary school curriculum class on a random basis, utilizing standard G.R.E.A.T. Officer Training evaluation procedures and documenting the results for future reference.
3. All evaluation documentation will be forwarded to the Bureau of Justice Assistance or the National Program Office through the NTC.
4. When a certified G.R.E.A.T. instructor receives an overall rating that is not acceptable, the evaluator will inform the instructor of the need for improvement and schedule a second evaluation for no more than 30 school days later.

5. If the second evaluation is not acceptable, the NTC may decertify the instructor (see Policy P108).
6. This policy is not intended to prohibit an instructor's supervisor from evaluating his or her subordinate as required by the agency's policies or to substitute for regular evaluation by the instructor's supervisor as expected for effective personnel practice.

ADMINISTRATIVE DISCIPLINARY POLICIES AND PROCEDURES

G.R.E.A.T.

Policy P108

Date: 8/29/01

Revised: 3/22/10

A. PURPOSE AND SCOPE

This section applies to all certified G.R.E.A.T. instructors and establishes policies and procedures for suspending, decertifying, or placing certified G.R.E.A.T. instructors on probation from the G.R.E.A.T. Program and G.R.E.A.T.-related activities.

B. DEFINITIONS

1. **Decertification:** Loss of G.R.E.A.T. instructor certification
2. **Suspension:** The temporary removal of a certified G.R.E.A.T instructor from the G.R.E.A.T. Program and related activities
3. **Probation:** A period of supervision to ensure that the certified G.R.E.A.T. instructor is in compliance with established G.R.E.A.T. Program standards

C. GENERAL STANDARDS

1. The National Training Committee (NTC) may decertify, suspend, or place on probation a G.R.E.A.T. instructor for a number of offenses that may include but are not limited to:
 - a. Noncompliance with established G.R.E.A.T. policies and procedures.
 - b. Failure to deliver the curriculum according to the program design.
 - c. Involvement in conduct that may reflect negatively on the G.R.E.A.T. Program and related activities.
 - d. Inability to demonstrate the skills necessary to effectively present the G.R.E.A.T. Program and related activities.
 - e. Inactivity (e.g., failure to comply with the provisions of P106).

D. DISCIPLINARY PROCEDURES

1. Roles and Responsibilities

a. The National Training Committee

- 1) The NTC will ensure that the integrity and continuity of the G.R.E.A.T. Program and related activities are preserved by agencies and instructors that are a part of the G.R.E.A.T. Program. The NTC will provide assistance to agencies and instructors in rectifying and defusing situations that are actual or potential threats to the integrity and continuity of the program.
 - 2) In the case of an allegation of a serious nature that is received by the NTC, the person receiving the complaint shall immediately notify the NTC Chair. The NTC Chair shall then immediately notify all other NTC members, all National Policy Board (NPB) members, the Bureau of Justice Assistance (BJA), the National Program Office (NPO), and the Chair of the G.R.E.A.T. Foundation. The NPB Chair shall appoint a Complaint Review Committee (CRC) to review the allegations and determine if an immediate suspension is warranted, pending the outcome of an investigation. The NTC Chair, a nonchair federal representative, and a member of the NPB as designated by the NPB Chair shall make up the CRC. In all cases, the NTC will fully document all findings in writing or request documentation from the particular agency involved in the investigation.
 - 3) If the NTC finds sufficient cause to suspend, place on probation, or decertify a certified G.R.E.A.T. instructor under this policy, the NTC will provide written notification of the disciplinary action and the reason(s) for it to the instructor, his or her agency, the Chair of the NPB, BJA, and the NPO, including any relevant documentation supporting the disciplinary decision.
- b. The NPB will review any appeal of a disciplinary action filed with them and make a final decision thereon. Should an agency appeal the suspension of a certified G.R.E.A.T. instructor, the Chair of the NPB will provide copies of the appeal to the NPB members and will, within 60 calendar days of notification, either schedule a session to discuss the appeal or address the issue with the NPB members by conference call.

- c. G.R.E.A.T. agencies will provide to the NTC any requested information, assistance, and cooperation regarding the actions of any certified G.R.E.A.T. instructor who may have violated the General Standards set forth in Section C above, as allowed by law. Failure to provide requested information, assistance, and cooperation to the NTC may result in sanctions against the noncooperating agency, as determined by the NPB.

2. Suspension

The CRC may immediately suspend a certified G.R.E.A.T. instructor for any activity that falls under paragraph C of this policy, pending the outcome of an investigation. The suspension cannot be indefinite but must be for a specified period or end within a reasonable time after a terminating event, such as the completion of court action or the closing of an investigation. The NTC Chair will immediately notify all members of the NTC and send a certified letter to the instructor, his or her agency, and the appropriate school district notifying them of the terms of the suspension.

3. Decertification

The NTC may decertify a certified G.R.E.A.T. instructor for conduct outlined in paragraph C of this policy. If the NTC finds sufficient cause to decertify an instructor under this policy and resolves to do so, the NTC Chair will send a certified letter to the instructor, his or her agency, and the appropriate school district notifying them of the decertification.

4. Probation

The NTC also has the discretion to place a certified G.R.E.A.T. instructor on probation at any time for any of the actions in paragraph C of this policy or after suspension from the G.R.E.A.T. Program and related activities. The NTC will place on probation only instructors that it believes can be rehabilitated to represent the G.R.E.A.T. Program and related activities in an appropriate manner. The length of the probationary period cannot exceed one year. The NTC Chair will send a letter to the instructor and his or her agency explaining the terms of the probation.

INQUIRIES BY FEDERAL GOVERNMENTAL/ POLITICAL ENTITIES

G.R.E.A.T.

Policy P109

Date: 2/15/02

Revised: 3/22/10

A. PURPOSE

This policy establishes guidelines for responding to inquiries or requests made by federal governmental or political entities that deal with policy issues or matters with potentially significant impact on the G.R.E.A.T. Program.

B. SCOPE

This policy applies to all involved in the G.R.E.A.T. Program.

C. GENERAL DIRECTION

It is the policy of the G.R.E.A.T. Program that a partner/agency receiving an inquiry from a federal governmental or political entity that concerns the G.R.E.A.T. Program will notify all the members of the National Policy Board (NPB).

D. DETAILED PROCEDURES

1. The Bureau of Justice Assistance (BJA) shall be immediately notified when a governmental or political entity makes an inquiry or request concerning the G.R.E.A.T. Program.
2. BJA will notify all NPB members and the National Program Office (NPO) of the details of any inquiry or request that may require NPB action.
3. Should the matter require a decision from the NPB or NTC, the NPB Chair will add the issue to the agenda of the next regularly scheduled NPB or NTC meeting. Should the matter need a decision before that time, the Chair will hold a telephonic meeting of all NPB or NTC members.
4. The NPO will maintain a log of all contacts made with governmental or political entities, including the date, time, name of the contacting person, and a

brief narrative of the inquiry or request. The log will be made available to all NPB and/or NTC members upon request.

5. This policy is not intended to circumvent or override agency policies on these types of requests, and agency policy should be followed in addition to the requirements stated herein.

USE OF THE G.R.E.A.T. NAME, LOGO, OR COPYRIGHTED MATERIAL

G.R.E.A.T.

Policy P110

Date: 8/29/01

Revised: 3/22/10

A. PURPOSE

The National Policy Board (NPB) establishes this policy to protect the integrity and the quality of the G.R.E.A.T. Program and its curriculum. This policy also ensures that all persons, corporations, partnerships, or any legal entities wanting to use the G.R.E.A.T. logo, name, or copyrighted material will comply with all laws and regulations concerning copyrighted material.

B. SCOPE

This policy applies to all persons, corporations, partnerships, and/or legal entities involved in training, marketing, instruction, or any other participation in the G.R.E.A.T. Program.

C. GENERAL DIRECTION

1. It is the policy of the G.R.E.A.T. Program that only certified instructors deliver the G.R.E.A.T. curriculum.
2. It is the policy of the G.R.E.A.T. Program that the NPB will protect the integrity of the G.R.E.A.T. Program and ensure that anyone using the G.R.E.A.T. name, curriculum, logo, or any materials complies with all laws and trademark regulations. Unless specifically identified in policies, the use of the G.R.E.A.T. logo, name, or copyrighted materials will require approval of the Quality Review Committee (QRC).

D. DETAILED PROCEDURES

1. The QRC may authorize the use of the copyright-protected G.R.E.A.T. curriculum, logo, name, and other program-related materials.

Requests for such use will be submitted to the following:

G.R.E.A.T. Program
Institute for Intergovernmental Research
ATTN: QRC
Post Office Box 12729
Tallahassee, FL 32317

Street address:
2050 Centre Pointe Boulevard, Suite 200
Tallahassee, FL 32308

2. Curriculum reproduction of any kind is not permitted without prior written authorization from the Quality Review Committee. Please note the introductory pages of each curriculum for copyright and disclaimer notice.
3. Any misuse, misconception, misrepresentation, or infringement of the copyrighted G.R.E.A.T. curriculum, logo, or name is subject to legal action.
4. Fund-raising events for local G.R.E.A.T. Programs must uphold the integrity and quality of the Program. Agencies are required to carefully investigate all sponsors and associates to ensure that the G.R.E.A.T. Program's reputation and integrity will be preserved. Any association that would harm or cause controversy reflecting negatively on the Program must be avoided at all times. The NPB reserves the right to exclude any such association.
5. School districts that are participating or considering participation in the G.R.E.A.T. Program may receive a copy of the G.R.E.A.T. curriculum. Refer to G.R.E.A.T. Policy P103, Section D.4, for this procedure.

USE OF THE G.R.E.A.T. NAME AND LOGO ON BUSINESS CARDS AND STATIONERY

G.R.E.A.T.

Policy P111

Date: 8/29/01

Revised: 3/22/10

A. PURPOSE

This policy establishes authorization for the use, composition, and format of the G.R.E.A.T. logo on business cards and stationery in order to ensure compliance with trademark regulations.

B. SCOPE

This policy applies to all instructors and administrators authorized to utilize the G.R.E.A.T. logo on stationery and business cards.

C. GENERAL DIRECTION

It is the policy of the G.R.E.A.T. Program that only certified G.R.E.A.T. instructors and administrators directly supporting the Program be authorized to utilize the G.R.E.A.T. logo on stationery and business cards.

D. DETAILED PROCEDURES

1. The Quality Review Committee (QRC) must approve in writing all use of the G.R.E.A.T. logo.
2. Only certified G.R.E.A.T. instructors and administrative personnel directly supporting the G.R.E.A.T. Program may be authorized to reproduce and utilize the G.R.E.A.T. logo on stationery and business cards.
3. The G.R.E.A.T. logo may be reproduced using only authorized colors as determined by the Pantone Matching System (P.M.S.):

P.M.S. 320 Jade/Teal (preferred) or

P.M.S. 327 Green (optional)

P.M.S. 877 Silver

P.M.S. Black

White (on dark or brightly colored backgrounds)

4. While the size of the G.R.E.A.T. logo may vary, users may not alter or amend the appearance, format, or proportions of the G.R.E.A.T. logo in any way.
5. Agencies may not use the G.R.E.A.T. logo on business cards or stationery in any manner that might reflect any representation, either expressed or implied, of any other G.R.E.A.T. representatives.
6. Agencies may use authorized G.R.E.A.T. stationery and business cards only for law enforcement correspondence or business directly related to the Program.
7. Agencies may not use the G.R.E.A.T. logo on any official stationery or business cards in conjunction with the logos of sponsors without the approval of the QRC.
8. Agencies will not use the G.R.E.A.T. logo in a way that brings discredit to the G.R.E.A.T. Program.

USE OF THE G.R.E.A.T. NAME AND LOGO ON ANY CONVEYANCE OR STRUCTURE

G.R.E.A.T.

Policy P112

Date: 8/29/01

Revised: 3/22/10

A. PURPOSE

This policy establishes authorization for the use, composition, and format of the G.R.E.A.T. logo on any conveyance or structure.

This policy is not intended to regulate the use of G.R.E.A.T. bumper stickers obtained from authorized vendors.

B. SCOPE

This policy applies to all requests through any law enforcement agency for the use and display of the G.R.E.A.T. name and logo on any conveyance or structure.

C. GENERAL DIRECTION

The G.R.E.A.T. Program will authorize the use of the G.R.E.A.T. name and logo on any conveyance or structure only when the Quality Review Committee (QRC), through the National Program Office, has given written approval to do so.

D. DETAILED PROCEDURES

1. The QRC must approve in writing any use of the G.R.E.A.T. name and logo.
2. Law enforcement agencies must submit a written proposal to the QRC in order to obtain authorization to use the G.R.E.A.T. name and logo on any conveyance or structure. The proposal should specify the medium that would be used to affix the name and logo on the conveyance or structure (e.g., paint, decals), the probable location of the logo (using photographs, drawings, or other reproductions), the type of conveyance or structure on which the logo would appear (e.g., squad car, dump truck, bus, plane, billboard), and any sponsors' names or other logos that would appear on the conveyance or structure.

If an agency proposes to place the G.R.E.A.T. name and logo on a privately owned conveyance or structure, the proposal must indicate that the law enforcement agency vouches for the integrity of the private entity that owns said conveyance or structure.

All proposals should be submitted to the following:

G.R.E.A.T. Program
Institute for Intergovernmental Research
ATTN: QRC
Post Office Box 12729
Tallahassee, FL 32317

Street address:
2050 Centre Pointe Boulevard, Suite 200
Tallahassee, FL 32308

3. The QRC will review proposals to ensure compliance with all stated G.R.E.A.T. policies and procedures.
4. The G.R.E.A.T. logo may be reproduced using only authorized colors as determined by the Pantone Matching System (P.M.S.):

P.M.S. 320 Jade/Teal (preferred) or

P.M.S. 327 Green (optional)

P.M.S. 877 Silver

P.M.S. Black

White (on dark or brightly colored backgrounds)

5. While the size of the G.R.E.A.T. logo may vary, users may not alter or amend the appearance, format, or proportions of the logo in any way.

A. PURPOSE

This policy establishes guidelines for representation of the G.R.E.A.T. Program in public forums and for the development, composition, format, and use of brochures and materials designed to promote and provide information on the G.R.E.A.T. Program.

B. SCOPE

This policy applies to all certified G.R.E.A.T. instructors, administrative support staff, or agencies that present any portion of the G.R.E.A.T. Program.

C. GENERAL DIRECTION

In an effort to protect copyrighted materials and program integrity, it is the policy of the National Policy Board (NPB) that agencies may use only authorized brochures and materials to promote or provide written information on the G.R.E.A.T. Program.

D. NATIONAL PROMOTION OF THE G.R.E.A.T. PROGRAM

1. Each of the regional partners will represent the G.R.E.A.T. Program at various national and regional conferences held by law enforcement associations.
 - a. Participation in national conferences shall be coordinated through the Bureau of Justice Assistance (BJA) or the National Program Office (NPO). BJA or the NPO will provide for the shipping of display materials, schedule participation in the conference, and arrange for lodging for participants when needed.
 - b. Participation in regional conferences shall be coordinated by the regional staff.
2. The National Program Office will develop and update, as necessary, a promotional and informational brochure and other promotional materials, subject to review and approval by BJA and the National Training Committee.

- a. Promotional brochures and materials will be generic for use by any instructor or agency that presents the G.R.E.A.T. Program.
- b. The NPB will have final review authority for G.R.E.A.T. promotional and informational brochures and materials.

INQUIRIES BY INTERNATIONAL OR FOREIGN ENTITIES

G.R.E.A.T.

Policy P114

Date: 8/29/01

Revised: 3/22/10

A. PURPOSE

This policy establishes guidelines for responding to inquiries or requests regarding the G.R.E.A.T. Program made by international or foreign entities.

B. SCOPE

This policy applies to all involved in the G.R.E.A.T. Program.

C. GENERAL DIRECTION

It is the policy of the G.R.E.A.T. Program that a partner/agency receiving an inquiry from a foreign government or entity concerning the G.R.E.A.T. Program will notify the National Program Office (NPO), which will in turn notify the Bureau of Justice Assistance (BJA) and the National Policy Board (NPB).

D. DETAILED PROCEDURES

1. The NPO will document the inquiry or request and forward the inquiry or request to BJA.
2. Under no circumstances can BJA-administered funds be utilized for the advancement of the G.R.E.A.T. Program in foreign countries. BJA, with input from the NPB, will consider the inquiry or request and either approve or disapprove G.R.E.A.T. Program-related activities, including but not limited to, dissemination of G.R.E.A.T. materials, presentations, or G.R.E.A.T. Officer Training for foreign personnel.
3. All formal agreements with or on behalf of foreign entities involving the G.R.E.A.T. Program must be approved by the NPB.